

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, November 18, 2020

7:00 p.m. at the Library in the Programming Room

1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:08 p.m.

2. Roll Call

Present: Danny Whalen, Brenda Morissette, Chair Brigid Wilkinson, Jessica Cooper, Emily Smith via videoconference and Library CEO Rebecca Hunt.

Regrets: Jeff Laferriere, Claire Hendrikx. Thomas McLean

Absent: Jamie Lindsay

Members of the Public: Guests Lynn Marcella, Age Friendly Coordinator—City of Temiskaming Shores and Rim Mouhaffel, Public Health Dietician—Timiskaming Health Unit.

3. Adoption of the Agenda

Motion #2020-34

Moved by: Jessica Cooper

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the November agenda as presented.

Carried.

Additions: None

4. **Declaration of conflict of interest:** None
5. **Delegation:** Community Fridge project presentation and question and answer period.
6. **Adoption of the Minutes**

Motion #2020-35

Moved by: Brenda Morissette

Seconded by: Emily Smith

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, October 21, 2020 as presented.

Carried.

7. **Business arising from Minutes**
 - a. Trillium Application. The CEO informed the Board that City Council has approved the Library's application to the Resilient Communities Fund.
8. **Correspondence:**
 - a. From Ontario Library Services—Connectivity Funding from the Ministry of Heritage, Sport, Tourism and Culture Industries. For information.
 - b. From Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries. 2020-2021 Public Library Operating Grant. For information.
 - c. From Ontario Library Services. Governance of the amalgamated corporation The Ontario Library Service. For information.
 - d. From Susi Johanson, Principal, Timiskaming District Secondary School. Frances Ball Memorial and May Ball Scholarship recipient. For information.

- e. From Lori Walkbrook on behalf of Jeff Brown, Senior Marketing Specialist, Ontario Parks. Ontario Parks Annual Day-Use Vehicle Permit Library Lending Program. Motion.

Motion #2020-36

Moved by: Emily Smith

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board applies to the Ontario Parks Annual Day-Use Vehicle Permit Library Lending Program and establish a lending policy for the permits.

Carried.

9. Secretary–Treasurer’s Report

Report and monthly financial statement included in the trustees’ information packet

Library CEO’s Report

November 6, 2020

Co-op Student: Our co-op student will finish her placement on November 13, 2020. We have had another request for a volunteer placement who will possibly do tasks such as count puzzle pieces, shelfread and sanitize DVD and Audiobook cases. The placement would begin in mid to late November.

Elevator: The building maintenance department has let us know that they have located the part needed to fix the elevator, and will be booking the electrical work needed and the elevator technician to do the repair shortly. They anticipate that the elevator will be fixed within the next three weeks or so.

Fire Safety Plan: I have updated the Fire Safety Plan to reflect the new building and submitted to the fire department for review.

Healthy Kids Community Program: The Healthy Kids Community Program provided funding for decals to decorate the youth areas of the library. The Children’s Room and Junior section have some really nice wall decals that brighten those areas up!

Ontario Library Association Superconference: The conference will be held virtually from February 3-6, 2021. The schedule and registration pricing will be released shortly. I have been invited to present with the Ontario Library Association Research and Evaluation Committee on the topic of collecting and analyzing data in a small library setting. The presentations will be filmed in late January and then aired during the conference.

Programming: The gadget helper program has started up again, and has been relatively busy. We are booking three appointments a day on Thursdays, to give time to sanitize between appointments. Several children's programs were run during Ontario Public Library Week—a story walk on the windows that people can read on the outside of the building, and Halloween craft bags which was very popular!

Remembrance Day: The library will be closed on Remembrance Day.

Website: The new website is live as of October 30. We are still updating some of the pages but the content has been migrated. At some point we would like to update the photos instead of using stock images, however I would like to put pictures of our new building in. I am hoping we will be successful in our Trillium grant application and the intern we hire can use the Digital Creator equipment to take some really nice pictures of the spaces to use on the website.

Finances and Statistics

The Board reviewed the financial and statistical reports as provided by the CEO.

Motion #2020-37

Moved by: Danny Whalen

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the November Secretary-Treasurer's report and Financial report.

Carried.

10. Committee Reports

a. **FINANCE AND PROPERTY:** Nothing to report.

- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Minutes of the November 10, 2020 meeting.
- c. LIBRARY SERVICES COMMITTEE: Nothing to report.
- d. STRAT PLAN COMMITTEE: Nothing to report.

1. New Business

- b. Report on Board Chair and CEO budget meeting with city administration on Monday, November 9, 2020, and Draft #2 budget for review.
- c. Personnel policy manual review and policy review schedule. Discussion.

11. Plan, Policy review and By-law review. Motion

- a. **Policy review:** Emergency Preparedness plan. The Board asked for some revisions.
- b. **Policy review:** Community Room Use
- c. **Policy review:** Hours of Operation

Motion #2020-38

Moved by: Jessica Cooper

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Community Use Policy and Hours of Operation as reviewed and amended by the Board.

Carried.

12. Adjournment

Adjournment by Brigid Wilkinson at 8:17 p.m.

Chair –